



## STATEWIDE PROMOTIONAL EXAMINATION ENVIRONMENTAL PROTECTION RESOURCE TECHNICIAN (FISHERIES BIOLOGY)

ANNUAL \$41,230 SALARY: \$56,372	SALARY GROUP: ES 17	APPLICATION CLOSING DATE: JANUARY 26, 2011	EXAM NO: 101420SPMB
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### SPECIAL EXAMINATION AND APPLICATION INSTRUCTIONS APPEAR BELOW

**PURPOSE OF CLASS:** In the Department of Environmental Protection, Bureau of Natural Resources, Fisheries Division, this class is accountable for performing a full range of basic technical tasks and assisting professionals in fisheries biology.

### MINIMUM QUALIFICATIONS REQUIRED

THIS PROMOTIONAL EXAMINATION IS OPEN TO ANY **CURRENT** STATE EMPLOYEE WHO BY **JANUARY 26, 2011** HAS PERMANENT STATUS IN THE CLASSIFIED SERVICE\*, SIX MONTHS STATE SERVICE, AND THE FOLLOWING EXPERIENCE AND TRAINING:\*

**GENERAL EXPERIENCE:** Four years' technical experience in fisheries biology **primarily** involving functions such as sampling, data collection and data compilation, boating operations and education.

**SUBSTITUTION ALLOWED:** College training in an environmental science with related courses in fisheries biology may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. **(Note: In order to receive credit for education you must submit a copy of your college transcript with your completed application form.)**

**SPECIAL REQUIREMENTS:** (1) Incumbents in this class must be willing and able to accept assignment or transfer to any area of the State. (2) Incumbents in this class may be required to obtain and retain a standard first aid certificate and perform emergency first-aid as needed. (3) Incumbents in this class may be required to live on or near work site. (4) Incumbents in this class may be required to travel.

**WORKING CONDITIONS:** Incumbents in this class may be exposed to some risk of injury or physical harm from on site field conditions and a moderate degree of discomfort from year round weather conditions.

**PHYSICAL REQUIREMENTS:** Applicants must have and maintain the agility, endurance and physical ability to perform the required work. A physical examination may be required prior to and/or during employment in this class.

**KNOWLEDGE, SKILLS AND ABILITIES:** Knowledge of basic principles, practices and techniques of fisheries biology including species identification, collection, sampling, diet, disease, disease diagnosis, marking techniques, habitat and ecology of fish and water life, measurement and handling; ability to perform basic calculations in preparation for analysis and planning functions; ability to operate and assist in maintaining research vessels; oral and written communication skills; basic interpersonal skills; ability to collect and compile data.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u> EXPERIENCE AND TRAINING	<u>WEIGHT</u> 100%
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### APPLICATION/EXAMINATION PROCEDURE

**APPLICANTS MUST SUBMIT:**

- (1) Completed Application Form (CT-HR-12)
- (2) Supplemental Examination Material (see instructions below)
- (3) College Transcript (see note under "Substitutions Allowed" section above)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required supplemental examination materials as detailed below. Resumes and/or vitas will not substitute for the required application form or for the required examination materials. Applicants wishing to receive credit for education for admittance into the examination must submit a copy of their college transcript. Applicants who do not submit the required application and examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision.

**EXAMINATION INSTRUCTIONS: Section 1.** For each job (maximum of three) which you feel has best prepared you for the job of Environmental Protection Resource Technician (Fisheries Biology), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Environmental Protection Resource Technician (Fisheries Biology) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience performing and leading field-sampling operations. This may include fish sampling, invertebrate sampling, creel survey, and water quality sampling. Reference experience using fish sampling gear, including but not limited to electro fishing, gill nets, trap nets, trawls, seines, and plankton nets. Include experience in fish identification. Also include experience-performing activities in small boat handling, navigation, boat maintenance, and equipment maintenance. (2) Experience related to the automated compiling and processing of fisheries data, i.e. data collection, data entry, data processing, data analysis and presentation. Include experience with computer software and basic statistical analyses. (3) Experience and training in laboratory procedures such as the aging of fish, processing of larval fish, and the handling of hazardous chemicals. (4) Oral/written communications experience. Describe the types of written reports and correspondence that you have prepared and any formal presentations that you have made. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your examination materials are complete and separate documents not referencing the other, as your application form and supplemental examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and supplemental examination materials are date stamped by DAS/Human Resources or postmarked by January 26, 2011.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2910).** If faxing materials make certain that your application form is complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **Examination scores will be mailed by March 9, 2011.** (8) **A separate application/examination package must be submitted for each exam you are applying for.**

**FORMS:** Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) and at any state agency.

*\*Employees in the unclassified service may be eligible to participate in promotional exams if they have previous permanent status in the classified service and have current status as a state employee.*

### AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities